



Town of Bluffton

20 Bridge St, PO Box 386 Bluffton, SC 29910

Required Documentation Prior to Inspection

USE THIS SHEET TO TRACK YOUR DOCUMENT SUBMITTALS

This list is a guide to the documentation required at each inspection depending on your construction. Except where originals are noted, documentation can be received in person in our office, by email to GrowthManagementCS@townofbluffton.com, by fax at 843-706-4518 or by postal service. Inspections will not be conducted without the required paperwork in our files. Submit your documentation PRIOR to requesting the inspection. A permit number must be on the documents submitted.

Type of Inspection	Required Documentation	
Temporary Service	Electrical Mechanical Certificate (<i>Original Only</i>)	<input type="checkbox"/>
Underground Plumbing	Plumbing Mechanical Certificate (<i>Original Only</i>)	<input type="checkbox"/>
Underground Electrical	Electrical Mechanical Certificate (<i>Original Only</i>)	<input type="checkbox"/>
Underground Mechanical	HVAC Mechanical Certificate (<i>Original Only</i>)	<input type="checkbox"/>
Footing	Compaction (If required)	<input type="checkbox"/>
Block	Survey	<input type="checkbox"/>
	Compaction (If required)	<input type="checkbox"/>
	Under Construction Flood Certificate (If in flood zone)	<input type="checkbox"/>
Slab	Survey	<input type="checkbox"/>
	Compaction (If required)	<input type="checkbox"/>
	Under Construction Flood Certificate (If in flood zone)	<input type="checkbox"/>
	Fiber Ticket from Concrete (If Engineer specified)	<input type="checkbox"/>
Garage Slab	Survey	<input type="checkbox"/>
	Compaction (If required)	<input type="checkbox"/>
	Under Construction Flood Certificate (If in flood zone)	<input type="checkbox"/>
	Fiber Ticket from Concrete (If Engineer specified)	<input type="checkbox"/>
Elevator	State Certificate (Commercial)	<input type="checkbox"/>
	Affidavit (Residential)	<input type="checkbox"/>
Exterior Sheathing Fasteners	Roof Affidavit- This is for drying in roof and shingles	<input type="checkbox"/>



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Finished Roofing	Roofing Affidavit	<input type="checkbox"/>
Rough In's & Framing	Termite	<input type="checkbox"/>
	Truss Details and Layout	<input type="checkbox"/>
	Floor TJI's Detail and Layout	<input type="checkbox"/>
	All Mechanical Certificates (<i>Originals Only</i>)	<input type="checkbox"/>
Insulation	Insulation Certificate (Thermal/Ignition Barrier used for spray foam)	<input type="checkbox"/>
Permanent Service	Sub-Roster	<input type="checkbox"/>
	Sealing Certificate	<input type="checkbox"/>
Building Final/CO	Final Flood Certificate (If in flood and Original Only)	<input type="checkbox"/>
	As-Built Survey (If in flood or commercial)	<input type="checkbox"/>
	Sewer	<input type="checkbox"/>
	Duct Sealing Certificate	<input type="checkbox"/>
	Residential Energy Compliance Code Certificate	<input type="checkbox"/>
	Swimming Pool Certificate (If a swimming pool)	<input type="checkbox"/>

Please note that an irrigation permit is required for the installation of irrigation systems.